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ABSTRACT

This step-by-step guide to printing AppleWorks V2.0 database files with the Apple IIGS computer covers selecting a print format, selecting a printer, and printing the report. Twenty-five sample screen displays and an example of the printed report are included to illustrate the steps. (MES)

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PRINTING APPLEWORKS DATA BASE FILES WITH THE APPLE IIGS COMPUTER USING APPLEWORKS V2.0

FIRST EDITION

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INTRODUCTION

"Printing AppleWorks Data Base Files With The Apple IIGS Computer Using AppleWorks V2.0" was developed for use as a "how to" training device. It can be used easily with Apple IIGS computers which have two disk drives. In addition, it can be used with Apple IIGS computers having only a single disk drive as long as the user religiously follows the directions printed on the screen. Its development was accomplished using two disk drives; one 5 1/4" drive and one 3 1/2" drive. Also, version (V) 2.0 of the AppleWorks program was used during its writing. The pictures one sees in the Figures provided here are those that will be seen when V2.0 of the AppleWorks program is used for the printing process. Generally, other versions of the AppleWorks program may be used in conjunction with the document. Some of the pictures one sees on the computer monitor screen, however, may be slightly different. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.

2. Two disk drives.

3. AppleWorks V2.0.

4. One data disk on which is stored a data base file.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

2. Bootup the AppleWorks program.

3. Load the data base file to be printed from the data storage disk into the computer memory. This action should put the data base file on the computer monitor screen which is where this document starts. The data base file used in this document is a portion of a library file used regularly by the author.

After using this document, Apple IIGS computer operators should be able to print AppleWorks data base files using V2.0 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

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DIRECTIONS

01. In The Beginning. In the beginning, prior to starting the printing operation, your data base file should appear similar to the example shown in Figure 1.

File: DOC.LIBRARY.006 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00725	WP	Training	Compute	Print	Schlen	89MA	000098(	Letter	ERIC
00726	WP	Chemistr	Activit	Testi	Schlen	89MA	000098(	Article	Journal of C
00727	WP	Inservic	Teacher	Summe	Schlen	89MA	000008(	Memo	Middle, High
00728	WP	Inservic	Summer	Comme	Schlen	89MA	000008(	Letter	Joan A. Mill
00729	WP	Curricul	Courses	Respo	Schlen	89MA	000008(	Memo	Principle, Z
00730	WP	Writing	Researc	Repor	Schlen	89MA	000098(	Article	PSTA, for is
00731	WP	Inservic	Compute	Minic	Schlen	89MA	000098(	Paragraph	School princ
00732	WP	Inservic	Worksho	Starl	Schlen	89MA	000098(	Memo	Principal, E
00733	WP	Inservic	Worksho	Starl	Schlen	89MA	000098(	Memo	Principal, M
00734	WP	Inservic	Worksho	Starl	Schlen	89MA	000098(	Memo	Principal, M
00735	WP	Inservic	Worksho	Starl	Schlen	89MA	000098(	Memo	Principal, B
00736	WP	Inservic	Worksho	Starl	Schlen	89MA	000098(	Memo	Principal, K
00737	WP	Inservic	Worksho	Starl	Schlen	89MA	000098(	Memo	Principal, S
00738	WP	Inservic	Worksho	Starl	Schlen	89MA	000098(	Memo	Principal, A
00739	WP	Inservic	Worksho	Starl	Schlen	89MA	000098(	Memo	Principal, Z

Type entry or use @ commands @-? for Help

Figure 1. An example Data Base File.

02. Selecting A Print Format. To enter the print option, press the OPEN-APPLE and the "P" keys at the same time. As a result of this action, your screen should appear identical to the picture shown in Figure 2. Note that the program provides us with 5 options; (1) Get a report format; (2) Create a new "Tables" format; (3) Create a new "Labels" format; (4) Duplicate an existing format, and; (5) Erase a format.

```
File: DOC.LIBRARY.006          REPORT MENU          Escape: Review/Add/Change
Report: None

================================================================================

                        1.  Get a report format
                        2.  Create a new "tables" format
                        3.  Create a new "labels" format
                        4.  Duplicate an existing format
                        5.  Erase a format

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      464K Avail.
```

Figure 2. The Monitor Screen After Exercising The Initial Print Option

a. Select the first option as follows.

(1) Insure the option is highlighted by pressing the UP-ARROW key if necessary.

(2) Press the RETURN key once. The monitor screen will appear like the picture shown in Figure 3, indicating that a format cannot be accessed because it has not yet been constructed.

```
File: DOC.LIBRARY.006          REPORT CATALOG          Escape: Report Menu
Report: None

================================================================================

                    You don't have any report formats

--------------------------------------------------------------------------------
Press Space Bar to continue                                        468K Avail.
```

Figure 3. The Monitor Screen After Selecting The "Get a report format" Option.

b. Return to the Report Menu by pressing the ESC key once.

c. Select the tables format option as follows.

(1) Insure that option #2 in highlighted.

(2) Press the RETURN key once. The monitor screen now appears identical to Figure 4.

```
File: DOC.LIBRARY.006          NAME THE NEW REPORT          Escape: Report Menu
Report: None

================================================================================

--------------------------------------------------------------------------------
Type a name for the report:                                          468K Avail.
```

Figure 4. The Monitor Screen After Selecting The Tables Format Option.

c. Name the report by typing the name you wish to appear at the top of the page when the file has been printed. An example is shown in Figure 5.

File: DOC.LIBRARY.006 NAME THE NEW REPORT Escape: Erase entry
Report: None

Type a name for the report: LIBRARY 468K Avail.

Figure 5. Naming The Report.

d. Enter the print options phase by pressing the RETURN key once. The monitor screen changes to appear like the example shown in Figure 6.

```
File: DOC.LIBRARY.006              REPORT FORMAT              Escape: Report Menu
Report: LIBRARY
Selection: All records


================================================================================
--> or <--  Move cursor                          @-J  Right justify this category
 >  @   <   Switch category positions            @-K  Define a calculated category
--> @  <--  Change column width                  @-N  Change report name and/or title
@-A  Arrange (sort) on this category            @-O  Printer options
@-D  Delete this category                       @-P  Print the report
@-G  Add/remove group totals                    @-R  Change record selection rules
@-I  Insert a prev. deleted category            @-T  Add/remove category totals
--------------------------------------------------------------------------------

DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:       AUTHOR:      D
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- -
00725        WP           Training     Computers    Printing dat Schlenker    8
00726        WP           Chemistry    Activity     Testing for  Schlenker/Yo 8
00727        WP           Inservice    Teacher in n Summer 1990  Schlenker    8

-------------------------------------------------------------------- More --->
Use options shown above to change report format                   467K Avail.
```

Figure 6. The Beginning Of The Print Option Phase.

e. Return to the Report Menu by pressing the ESC key once. The screen now appears like that shown in Figure 7.

```
File: DOC.LIBRARY.006          REPORT MENU          Escape: Review/Add/Change
Report: LIBRARY

================================================================================

                        1.  Get a report format
                        2.  Create a new "tables" format
                        3.  Create a new "labels" format
                        4.  Duplicate an existing format
                        5.  Erase a format
                        6.  Keep working with current format

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    467K Avail.
```

Figure 7. The Monitor After Returning To The Report Menu.

e. Select the labels format as follows.

(1) Press the DOWN-ARROW key twice to highlight the desired option.

(2) Press the RETURN key once. Now examine Figure 8.

```
File: DOC.LIBRARY.006          NAME THE NEW REPORT          Escape: Report Menu
Report: LIBRARY

================================================================================

--------------------------------------------------------------------------------
Type a name for the report:                                        467K Avail.
```

Figure 8. Monitor Screen With The Labels Option Selected.

f. Name the file as before by typing the name you want to appear on the report. The file following the naming process is shown in Figure 9.

```
File: DOC.LIBRARY.006          NAME THE NEW REPORT          Escape: Erase entry
Report: LIBRARY

================================================================================

--------------------------------------------------------------------------------
Type a name for the report: LABELS                                  467K Avail.
```

Figure 9. The Report After It Has Been Named.

g. Enter the print option phase by pressing the RETURN key once. The screen changes to appear like the example shown in Figure 10.

```
File: DOC.LIBRARY.006          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records

================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines-------------------------

--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ⌘-? for Help
```

Figure 10. The Screen After Entering The Print Option Phase.

03. Selecting A Printer. Since we are not interested in investigating print options but rather actually printing a report, we shall proceed, first printing the report using the labels format and then the tables format.

a. Printing The Report In Labels Format.

(1) Press the OPEN-APPLE and the "P" keys at the same time. The monitor screen now appears identical to the picture shown in Figure 11.

```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================

                    Where do you want to print the report?

                    1.  ImageWriter
                    2.  EPSON
                    3.  The screen
                    4.  The clipboard (for the Word Processor)
                    5.  A text (ASCII) file on disk
                    6.  A DIF (TM) file on disk

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      467K Avail.
```

Figure 11. The Screen Showing The Select A Printer Options.

(2) Highlight the type of printer you have by using the DOWN-ARROW key. Many Apple systems use the ImageWriter printer. If the type of printer interfaced with your system is not shown here, consult your AppleWorks instruction book to obtain directions regarding how to alter the AppleWorks program so that the printer you have can be used. That procedure makes use of option #7 of the "Other Options" menu, reached through the "Main Menu."

(3) Press the RETURN key once. The monitor screen now looks like the picture shown in Figure 12.

```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape       to stop printing and
                                 return to report format

                    Space Bar    to pause
                                 to continue printing

--------------------------------------------------------------------------------
Type report date or press Return:                                    467K Avail.
```

Figure 12. The Monitor Screen After Selecting The Correct Printer.

(4) Type the report date as directed on the screen. Figure 13 shows the monitor screen after accomplishing this task.

```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Erase entry
Report: LABELS
Selection: All records

================================================================================

                While the printer is running
                you can use these keys:

                Escape      to stop printing and
                            return to report format

                Space Bar   to pause
                            to continue printing

--------------------------------------------------------------------------------
Type report date or press Return:  89MAY24                      467K Avail.
```

Figure 13. The Monitor Showing The Report Date Typed.

(5) Press the RETURN key once and examine Figure 14.

```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================

                While the printer is running
                you can use these keys:

                Escape       to stop printing and
                             return to report format

                Space Bar    to pause
                             to continue printing

--------------------------------------------------------------------------------
How many copies? 1                                              467K Avail.
```

Figure 14. The Monitor Screen With The Report Date Entered.

(6) Select the number of copies you wish the computer to print as follows:

(a) Type number.

(b) Press the RETURN key once. Pressing the RETURN key automatically causes the printer to begin printing, provided it is turned on, has paper, and so on. Following the printing, the screen appears as it does in Figure 15. An example of the printed copy is shown in Figure 16.

(c) If you desire to print only one copy of the report, press the RETURN key without selecting a number. In this case, 1 will automatically be selected. Pressing the RETURN key causes the printer to begin printing. Following the printing, the screen appears as it does in Figure 15.

```
File: DOC.LIBRARY.006          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records

================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-------------------------



--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ∂-? for Help
```

Figure 15. The Screen After The Printing Operation Has Been Completed.

```
File:   DOC.LIBRARY.006                                    Page 1
Report: LABELS                                             89MAY24

00725
WP
Training
Computers
Printing data base files
Schlenker
89MAY15
000098(AppleWorks) side 2
Letter
ERIC
00726
WP
Chemistry
Activity
Testing for acids and bases using a computer data base
Schlenker/Yoshida
89MAY15
000098(AppleWorks) side 2.
Article
Journal of College Science Teaching
```

Figure 16. An Example Of The Printed Report.

b. Printing The Report In The Tables Format.

(1) Return to the print options as follows.

(a) Press the ESC key once. This action takes you to the Report Format selections.

(2) Select the "Get a report format option" by insuring that that choice is highlighted. If necessary, use the UP-ARROW key to accomplish the task.

(a) Press the RETURN key once. The screen now looks like the picture shown in Figure 17.

```
File: DOC.LIBRARY.006          REPORT CATALOG          Escape: Report Menu
Report: LABELS

================================================================================

                    Current report formats:

                       1.  LIBRARY
                       2.  LABELS

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    476K Avail.
```

Figure 17. The Monitor Screen With "Get a report format option" Chosen.

(3) Select the tables format made earlier as follows:

(a) Highlight the proper report title using the ARROW keys.

(b) Press the RETURN key once. The monitor screen changes to appear as the example in Figure 18.

```
File: DOC.LIBRARY.006          REPORT FORMAT          Escape: Report Menu
Report: LIBRARY
Selection: All records

================================================================================
--> or <--  Move cursor                        ⌘-J  Right justify this category
 >  ⌘   <   Switch category positions         ⌘-K  Define a calculated category
--> ⌘  <--  Change column width               ⌘-N  Change report name and/or title
⌘-A  Arrange (sort) on this category         ⌘-O  Printer options
⌘-D  Delete this category                    ⌘-P  Print the report
⌘-G  Add/remove group totals                 ⌘-R  Change record selection rules
⌘-I  Insert a prev. deleted category         ⌘-T  Add/remove category totals
--------------------------------------------------------------------------------

DOC. NO:    DOC. TYPE:  KEY WORD:   SUBJECT:    TITLE:       AUTHOR:       D
-A--------- -B--------- -C--------- -D--------- -E--------- -F--------- -
00725       WP          Training    Computers   Printing dat Schlenker     8
00726       WP          Chemistry   Activity    Testing for  Schlenker/Yo  8


-------------------------------------------------------------------- More --->
Use options shown above to change report format                  476K Avail.
```

Figure 18. The Screen After Returning To The Previously Constructed Tables format.

(4) Since we are not, as previously mentioned above, interested in exploring the various print options, press the OPEN-APPLE and the "P" keys at the same time. This action moves you to the select printer request (see Figure 19).

```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LIBRARY
Selection: All records

================================================================================

                    Where do you want to print the report?

                    1.  ImageWriter
                    2.  EPSON
                    3.  The screen
                    4.  The clipboard (for the Word Processor)
                    5.  The clipboard (for Mail Merge)
                    6.  A text (ASCII) file on disk
                    7.  A DIF (TM) file on disk




--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    476K Avail.
```

Figure 19. Printer Select Request.

(5) Use the ARROW keys to select the proper printer and then press the RETURN key once. This brings you to the select date request (see Figure 20).

```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LIBRARY
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape      to stop printing and
                                return to report format

                    Space Bar   to pause
                                to continue printing

--------------------------------------------------------------------------------
Type report date or press Return:  89MAY24                        476K Avail.
```

Figure 20. Select Date Request.

(6) Type the date and press the RETURN key once. You are now in the number of copies request (see Figure 21).

File: DOC.LIBRARY.006 PRINT THE REPORT Escape: Report Format
Report: LIBRARY
Selection: All records

While the printer is running
you can use these keys:

Escape	to stop printing and return to report format
Space Bar	to pause to continue printing

How many copies? 1 476K Avail.

Figure 21. Number Of Copies Request.

(7) Type the number of copies and press the RETURN key once. The printer will automatically begin to print (providing it is energized and setup correctly).

(a) An example of the printed report is shown in Figure 22.

File: DOC.LIBRARY.006 Page 1
Report: LIBRARY 89MAY24

DOC. NO:	DOC. TYPE:	KEY WORD:	SUBJECT:	TITLE:	AUTHOR:	DA
00725	WP	Training	Computers	Printing dat	Schlenker	89
00726	WP	Chemistry	Activity	Testing for	Schlenker/Yo	89

Figure 22. The Screen Showing An Example Of The Printed Report.

(b) Following the completion of the printing task, the screen will appear similar to the example shown in Figure 23.

```
File: DOC.LIBRARY.006              REPORT FORMAT              Escape: Report Menu
Report: LIBRARY
Selection: All records

================================================================================
--> or <--  Move cursor                          @-J  Right justify this category
 >  @   <   Switch category positions            @-K  Define a calculated category
--> @  <--  Change column width                  @-N  Change report name and/or title
@-A  Arrange (sort) on this category            @-O  Printer options
@-D  Delete this category                       @-P  Print the report
@-G  Add/remove group totals                    @-R  Change record selection rules
@-I  Insert a prev. deleted category            @-T  Add/remove category totals
--------------------------------------------------------------------------------

DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:       AUTHOR:       D
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- -
00725        WP           Training     Computers    Printing dat Schlenker     8
00726        WP           Chemistry    Activity     Testing for  Schlenker/Yo  8


-------------------------------------------------------------------- More --->
Use options shown above to change report format                   476K Avail.
```

Figure 23. The Monitor Screen After The Printing Task Is Complete.

(8) Return to the "Report Menu" by pressing the ESC key once. Your screen will appear like the example in Figure 24. You can now print the report again in either format if you wish to do so.

```
File: DOC.LIBRARY.006          REPORT MENU          Escape: Review/Add/Change
Report: LIBRARY

================================================================================

                        1.  Get a report format
                        2.  Create a new "tables" format
                        3.  Create a new "labels" format
                        4.  Duplicate an existing format
                        5.  Erase a format
                        6.  Keep working with current format

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    476K Avail.
```

Figure 24. The Monitor Screen After Returning To The "Report Menu."

(9) Press the ESC key once (again) to return to the data base file. Your monitor screen will appear similar to the picture shown in Figure 25. It is now possible to enter additional data in the file and/or do other work on the file.

```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
=============================================================================
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C

-----------------------------------------------------------------------------
Type entry or use @ commands                                    @-? for Help
```

Figure 25. The Monitor Screen After Returning To The Data Base File.